

**City of Burlington Housing Authority  
Riverview Manor  
April 17, 2014**

The regular monthly meeting of the City of Burlington Housing Authority was held on Thursday, April 17<sup>th</sup> 2014 at 6:00 P.M. at Riverview Manor. The meeting was called to order by Chairman Lapp.

**COMMISSIONERS PRESENT:** Chairman Lapp, Vice Chairman Stubley, Secretary Heck, Commissioner Iselin, Commissioner Stoehr and Manager, Eileen Olson was also present.

Minutes from the regular monthly meeting held on March 26<sup>th</sup> were approved with a motion by Stubley, seconded by Stoehr, motion carried unanimously.

**FINANCIAL REPORT:**

Reserve Account balances as of March 31, 2014  
(See statement balance sheet)

**OCCUPANCY REPORT:**

Manager Olson reported 34 on the waiting list for 1 bedroom units and 7 for 2 bedroom units.

**BUILDING AND MAINTENANCE:**

Received quotes for boiler replacement in Phase I from Becker Boiler in the amount of \$27,000.00, H. J. Faust, amount of \$25,000.00 and PBBS for \$20,670.00. PBBS also quoted \$13,752.00 for a new heat exchanger. After board discussion of boiler replacement or just replace the heat exchanger, a motion was made by Heck, seconded by Stoehr to accept the quote from PBBS to replace the heat exchanger as quoted at \$13,752.00.

Manager Olson will speak to management at PBBS regarding warranty on new heat-exchanger and renewal of the maintenance contract.

WPI Communications has not replied regarding the suite phone problems and repair.

Manager Olson has been researching the necessity of builders risk insurance during the rehab at RVM and concluded that the housing authority will not be required to obtain unless the contractor/contractors purchase materials.

A motion was made by Heck, seconded by Stoehr to accept the quote from Ehlen Concrete in the amount of \$675.00 for temporary concrete repairs on the islands in RVM parking lot.

San-A-Care carpet shampooer repairs to be completed within the week.

Manager Olson informed the board members that the Water Softener in Phase I has a "slow" leak. She has contacted Culligan for a quote to replace if necessary. Replacement was quoted at \$3,907.00. Manager Olson will have maintenance check it and report if it starts to increase leaking. There was discussion by the board that additional quotes may be acquired if replacement is necessary.

## COMMUNICATION

Copies of the monthly operating statements, bills and bank statements were dispersed and reviewed by board members.

The title commitment has been completed and copy forwarded to Max Weber, Appraiser with pertinent information needed to complete his appraisal for Riverview Manor.

The board again discussed and reviewed the hours for the maintenance employees. Hours may be reduced in the future with daily attention given to work orders and completion.

## NEW BUSINESS

A motion was made by Stoechr, seconded by Iselin for Riverview Manor to join the Burlington Chamber of Commerce at a cost of \$384.00.

Burlington City Council passed a Resolution on April 2<sup>nd</sup> officially changing the legal name of Riverview Manor to: Housing Authority of the City of Burlington, Wisconsin.


## UNFINISHED BUSINESS

Manager Olson has not received an update on brochures or website. Management plan and pet policy are still high priority items for updating.

## ADJOURNMENT

There being no further business, motion to adjourn was made by Stoechr, seconded by Iselin to adjourn and carried unanimously. Meeting adjourned at 7:40 P.M.

The next monthly meeting as well as the annual meeting has been tentatively scheduled for May 15<sup>th</sup>, 2014.

  
Ralph Heck, Secretary